

Yellow Medicine County Board of Commissioners Policy Manual

Policy Statement

TITLE: Commissioners' Computer/E-Mail Policy **CODE:** 701

PURPOSE: To provide for e-mail communications with Commissioners and enhance their Internet awareness/skills.

REFERENCE: NA

PERSONNEL RESPONSIBLE: County Commissioners

EFFECTIVE: 12-14-04

POLICY

701.100 – General - Communications with Commissioners, and their Internet awareness/skills, are vital to County operations. Department heads, other elected officials, employees, and citizens all have a legitimate right to have access to their Commissioners. Without e-mail, Commissioners are often informed at different times about issues that impact the County. By ensuring that all Commissioners have access to e-mail, communications are enhanced for all County citizens and staff. By ensuring that they have a basic understanding of what the Internet has to offer, a knowledge base can be created that is vital to establishing a County WEB site and entry into an E-Commerce environment.

701.200 - Computer Equipment/Support Provided - In the event that a Commissioner does not have equipment available to access the Internet and e-mail, or if they prefer equipment specifically designated for conducting County business, such equipment will be provided by the County. Computer hardware and software, monitors, printers, modems, and all associated cabling and peripherals will be provided from used, phased-out County equipment. In the absence of critical needs in other departments, Commissioners' equipment needs will be given primary consideration. The equipment and software remain the property of Yellow Medicine County and will be returned when a Commissioner leaves office. Technical support will also be provided.

701.300 – Supplies – Commissioners may submit for reimbursement the costs of any computer or printer supplies needed to effectively use their home-based computer equipment. These supplies include, but are not limited to, inkjet cartridges, paper, discs, and CDs.

701.300 - Connectivity Provided - To ensure Internet and e-mail connectivity, the County will pay for the least expensive Internet/e-mail connection available at the Commissioner's residence. This cost will be established based on those services available as of January of the current year. Additional charges for an enhanced or higher speed connection will not be paid by the County. Commissioners may request reimbursement for their expenses as they see fit, i.e. monthly, quarterly, or annually.

AUTHORED BY: County Administrator
DATE: 11-24-04

APPROVED BY: County Board
DATE: 12-14-04